
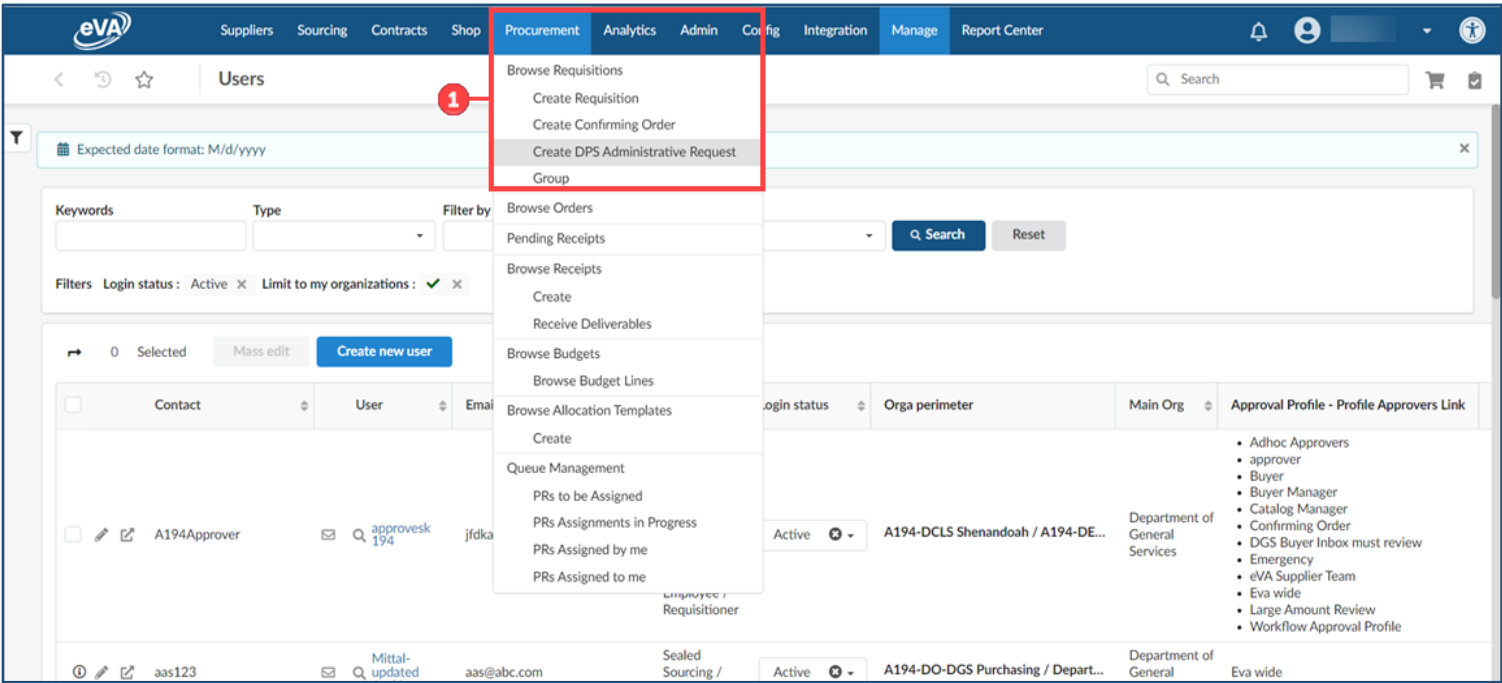


DPS Administrative Requests



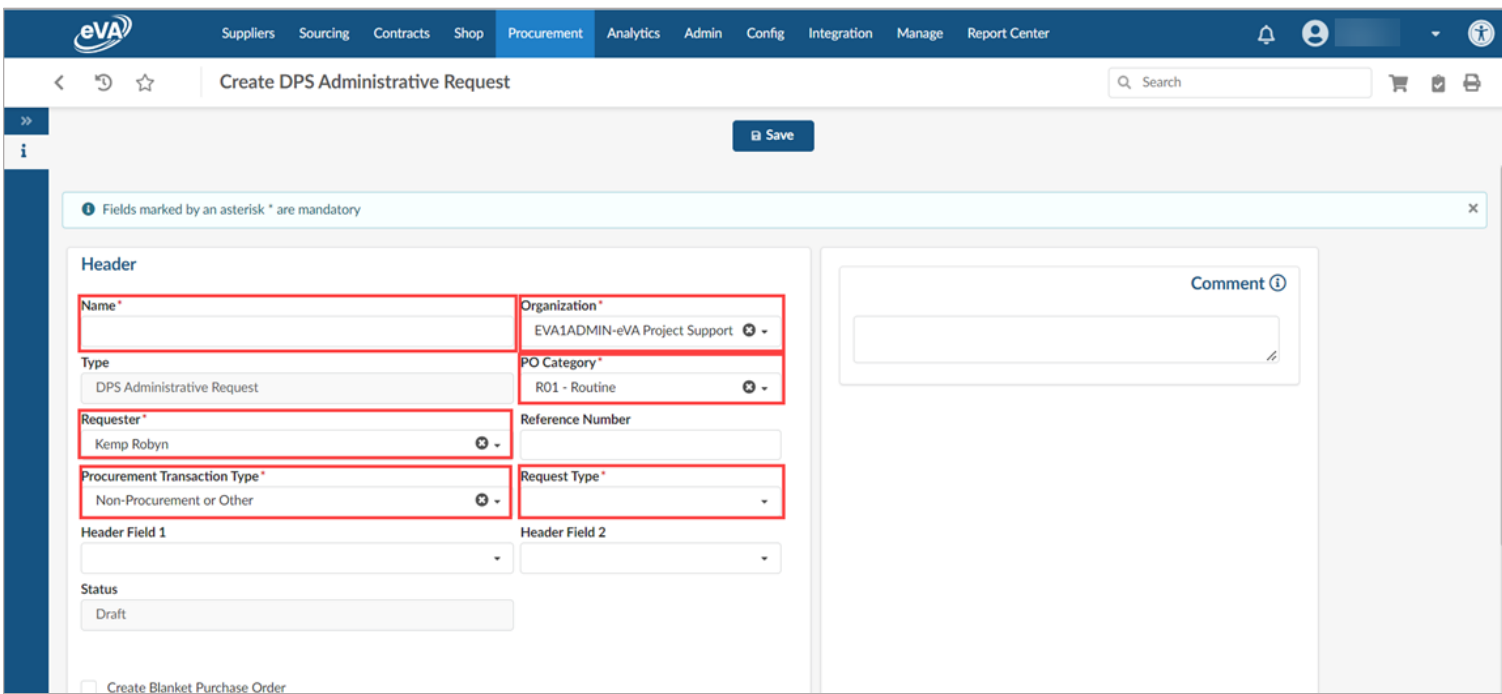
This Quick Reference Guide contains the steps for creating, submitting, and canceling a DPS Administrative Request. The DPS Administrative Request replaces the DGS Sole Source eForm and the DPS Exemption Request eForm.

1. To create a DPS Administrative Request, click **Procurement** on the menu bar and select **Create DPS Administrative Request**.



The **Create DPS Administrative Request** screen will open. While some required fields (**Requester**, **Procurement Transaction Type**, **Organization**, and **PO Category**) are prefilled, you will need to complete others.

Note: Do not change the **Procurement Transaction Type**. Use **Non-Procurement** or **Other** for all DPS Administrative Requests.



2. Add the requisition name in the **Name** field.

The screenshot shows the 'Create DPS Administrative Request' form. The 'Name' field is highlighted with a red box and a red circle with the number 2. The form includes the following fields:

- Name***: Jones Request to Exceed Delegated Authority
- Organization***: EVA1ADMIN-eVA Project Support
- Type**: DPS Administrative Request
- PO Category***: R01 - Routine
- Requester***: Kemp Robyn
- Reference Number**: (empty)
- Procurement Transaction Type***: Non-Procurement or Other
- Request Type***: (empty)
- Header Field 1**: (empty)
- Header Field 2**: (empty)

A 'Save' button is located at the top right of the form.

The Request Type drop-down list contains the following options:

- Authorized User Clause
- Contract Exemption
- Contract Mod Exceeds 25%
- Cooperative
- Exceed Delegated Authority
- Grant Exemption
- Increase Procurement Authority
- Sole Source

For detailed information about each option, consult the APSPM.

3. Select the appropriate **Request Type** from the drop-down list. In this example, we have selected **Increase Procurement Authority**.

You can enter a **Reference Number** if you wish, but it is not required. **Header Field 1** and **Header Field 2** are not used in the request.

4. Click **Save**.

The screenshot shows the 'Create DPS Administrative Request' form with the 'Request Type' drop-down list open. The 'Increase Procurement Authority' option is highlighted with a red box and a red circle with the number 3. The 'Save' button is highlighted with a red box and a red circle with the number 4. The form includes the following fields:

- Name***: Jones Request to Exceed Delegated Authority
- Organization***: EVA1ADMIN-eVA Project Support
- Type**: DPS Administrative Request
- PO Category***: R01 - Routine
- Requester***: Kemp Robyn
- Reference Number**: (empty)
- Procurement Transaction Type***: Non-Procurement or Other
- Request Type***: (open dropdown)
- Header Field 1**: (empty)
- Header Field 2**: (empty)

The 'Request Type' dropdown list contains the following options:

- Authorized User Clause
- Contract Exemption
- Contract Mod Exceeds 25%
- Cooperative
- Exceed Delegated Authority
- Grant Exemption
- Increase Procurement Authority** (highlighted)
- Sole Source

A 'Save' button is located at the top right of the form.

A new Purchase Requisition opens in Draft status. Note that the **Ship To** and **Bill To** addresses are prefilled. This is a requirement of the system; there is no need to make any changes.

5. All requisitions require at least one line item. Scroll down to **Items & Services** and click **+Add Line**.

The screenshot shows the EVA system interface for a Purchase Requisition. The top navigation bar includes links for Suppliers, Sourcing, Contracts, Shop, Procurement, Analytics, Admin, Config, Integration, Manage, and Report Center. The main title is "Requisition: REQ003961 - Jones Request to Exceed Delegated Authority (Draft)". The "Header" section contains fields for Name, Organization, Type, Requester, Procurement Transaction Type, Request Type, and Status. The "Ship to" and "Bill To" sections are highlighted with red boxes and contain prefilled addresses. The "Items & Services" section at the bottom has a "+ Add line" button highlighted with a red box and a red circle with the number 5.

The **Item Details** window opens. Certain fields are required and must be filled for the requisition to be procesed.

- 6. Enter the specifics of your request in the **Detailed Description** field.
- 7. Enter a quantity of **1** in the **Order Qty** field.
- 8. Enter a **Commodity** related to your request.
- 9. Enter a **Unit Price** related to your request.
- 10. Click **Save**.

The screenshot shows the "Item Details" window. The "Item Description" section contains fields for Product Type, Order Item Tag, Item Type, Short Description, Detailed Description, Order Qty, Commodity, and Delivery Date. The "Estimate Costs" section contains a Unit Price field. The "Deliver To" section contains a Deliver To field. The "Save" button is highlighted with a red box and a red circle with the number 10.

11. To add an attachment, scroll down to **Attachments** and click the arrow to expand the section.

Note: Different request types require various kinds of documentation. Refer to the APSPM for detailed information.

Item Details

SaveSave & CloseCloseReset Allocations

Other

Additional Details

Allocation Chart of Account ⓘ

eVA Administration

Internal Comments

Internal Comment

> Allocations

> Attachments

11

12. Click **+ New Document**

Item Details

SaveSave & CloseCloseReset Allocations

Other

Additional Details

Allocation Chart of Account ⓘ

eVA Administration

Internal Comments

Internal Comment

> Allocations

Attachments

+ New Document

12

Keywords

Q Search

Reset

0 Result(s)

13. In the **Content editor**, select **Internal Attachment**.

Content editor

SaveSave & CloseClose

Select a document type

Internal Attachment13Supplier Document

In the **Internal Attchment** window:

14. Add the **Title** of the document. You can also add a summary.

15. Attach the document.

16. Click **Save & Close**.

Internal Attachment

SaveSave & Close16Close

Save & PreviewDelete

Fields marked by an asterisk * are mandatory

Title14

Documentation*

Summary

Information

Status*

Approved

Document ⓘ

English

ⓘ Click or Drag to add files15

17. In the **Item Details** window, click **Save & Close**.

Item Details

SaveSave & Close17Close

Reset Allocations

Fields marked by an asterisk * are mandatory
Expected date format: M/d/yyyy

ⓘ

Item Description

Product Type*

Product

Order Item TagItem Type

Non-Catalog

Short Description

Description

Detailed Description*

Request for one-time increase of \$5,000.00 in delegated authority.

Order Qty*

1.00000

Ea.

Commodity*

00514 - Abrasives, Coated: Cloth, Fiber, Sandpaper, etc.

Delivery Date

Estimate Costs

Unit Price

5,000.00000

USD

Deliver To

Deliver To

5

18. Select **Submit for Approval**.

SuppliersSourcingContractsShopProcurementAnalyticsAdminConfigIntegrationManageReport Center

Requestion: REQ003962 - Jones Request to Exceed Delegated Authority (Draft)

Search

Submit for ApprovalReset AllocationsCreate SolicitationOther Actions

Fields marked by an asterisk * are mandatory

Header

Name*

Jones Request to Exceed Delegated Authority

Type

DPS Administrative Request

Requester*

Kemp Robyn

Procurement Transaction Type*

Non-Procurement or Other

Header Field 1

Status

Draft

Organization*

EVA1ADMIN-eVA Project Support-Vendor

PO Category*

R01 - Routine

Reference Number

Request Type*

Increase Procurement Authority

Header Field 2

Create Blanket Purchase Order

Bypass Integration?

Ship to

26 Federal Plaza New York

New York New York 10278

UNITED STATES

Bill To

1585 Charleston Rd Mountain View

Mountain View California 94043

UNITED STATES

Items & Services

0 Selected

+ Add line

Copy Selected Lines

Delete Lines

Edit Lines

Set Allocations

19. To cancel the request, click **Other Actions** and select **Cancel requisition**. Click **OK** on the confirmation pop-up. **This action permanently deletes the request.**

Suppliers

Sourcing

Contracts

Shop

Procurement

Analytics

Admin

Config

Integration

Manage

Report Center

Robyn K.

1

Requestion: REQ003962 - Jones Request to Exceed Delegated Authority (Draft)

Search

Save

Submit for Approval

Reset Allocations

Create Solicitation

Fields marked by an asterisk * are mandatory

Header

Name*

Jones Request to Exceed Delegated Authority

Type

DPS Administrative Request

Requester*

Kemp Robyn

Procurement Transaction Type*

Non-Procurement or Other

Header Field 1

Status

Draft

Organization*

EVA1ADMIN-eVA Project Support-Vendor

PO Category*

R01 - Routine

Reference Number

Request Type*

Increase Procurement Authority

Header Field 2

Create Blanket Purchase Order

Bypass Integration?

Other Actions

Duplicate

Generate a Quote

Cancel requisition

Export Items

Import Items

Ship to*

26 Federal Plaza New York

26 Federal Plaza
New York New York 10278
UNITED STATES

Bill To*

1585 Charleston Rd Mountain View

1585 Charleston Rd
Mountain View California 94043
UNITED STATES